

OFFICE OF THE HEALTHCARE ADVOCATE
JOB OPPORTUNITY

CLERK
(TEMPORARY)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 450 Capital Avenue, Hartford, CT

Job Posting No: 109448

Hours: Full-time/Temporary (40 hours per week) 8:00 a.m. – 4:30 p.m.

Biweekly Salary: (CL 8-1) \$1,293.76 - \$1,619.24 (new hires into state service start at the minimum salary)

Closing Date: Monday, August 18, 2104 - Application must be received by 5:00 p.m. by this date.

The Office of the Healthcare Advocate is recruiting for a full-time Temporary Clerk position. This is a temporary position to expire on 12/31/2014. Benefits are not provided with this position.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

This position requires someone who can maintain confidentiality as the individual will be handling protected health information and as such, must be sensitive to handling highly confidential information.

Preferred Qualification and Skills: Knowledge of office procedures including operation of office equipment; excellent attendance, work habits, good interpersonal/communication skills, Strong customer service skills, Dependability; Organizational skills; Ability to multitask. Attention to detail is a plus.

Duties Include: The selected candidate will be responsible to serve as the receptionist; greet and direct visitors; provide general information in response to telephone calls; forward and take phone messages, enters call information into database; handle the incoming mail and send out requests for information to agency clients and others.

Knowledge, Skills and Abilities: Some knowledge of grammar, spelling, punctuation; basic skills in performing arithmetic computations; basic interpersonal skills; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions; ability to file; ability to operate office equipment.

EXPERIENCE AND TRAINING: Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

APPLICATION INSTRUCTIONS: To be considered for this position, qualified candidates must submit a cover letter, resume, and Application for Employment (CT-HR-12 form) located at www.das.state.ct.us/exam to be received no later than the Closing Date above. Current State employees must also include copies of their two (2) most recent performance appraisals. **Submit application package to:**

Carmen Rivera
Human Resources Assistant
P.O. Box 816
Hartford, CT 06142-0816

OR

E-MAIL: CID.HR@CT.GOV / Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered. Due to a large volume of applications received, we are unable to confirm receipt of applications.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.